

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2003/03/10 : CIA-RDP78-05054A000100100042-1

LOGISTICS INSTRUCTION
NO. 45-10

LI 45-10
LOGISTICS
Revised March, 1975

SUBJECT : Processing of MILSTRIP and FEDSTRIP Documentation
RESCISSON: LI 45-10, dated January 1967

1. PURPOSE

This ~~Instruction~~ provides policy guidance for processing documentation in connection with the ~~(MILSTRIP and FEDSTRIP) requisitioning and issue systems, Military and Federal Standard Requisitioning and Issue Procedures~~. These MILSTRIP / FEDSTRIP procedures are unique, particularly as they affect the process between the Office of Logistics (OL) and the Office of Finance (OF) in that procurement instruments and receiving documents are not provided OF, and billings are paid without verification of receipt.

2. SCOPE

This ~~Instruction~~ applies only to procurement requisitions utilizing the MILSTRIP/FEDSTRIP systems and to commercial procurements made through the General Services Administration (GSA) which uses MILSTRIP/FEDSTRIP documentation (DD Form 1348m--DOD Single Line Item Requisition System Document). These procurements are always accomplished by Supply Division, ^(SD) OL, ^(PD) (vice Procurement Division, OL).

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3. POLICY

Under the concept of "constructive evidence of receipt," OF does not require copies of MILSTRIP/FEDSTRIP requisitions or receiving reports to support the payment of billings, except for accommodation procurements and reimbursable sales to other U.S. Government agencies. MILSTRIP/FEDSTRIP billings will be paid immediately upon receipt by OF without verification of receipt of the materiel.

4. RESPONSIBILITIES

a. Supply Division, OL

- (1) Initiate MILSTRIP/FEDSTRIP procurements by forwarding DD Form 1348m to ^{the} appropriate Government supplying agency.
- (2) Prepare Agency Form 2216 for use as a procurement notice as well as a receiving report. Distribute copies to the requisitioning and receiving activities, to Budget and Fiscal Branch, Executive Office - (EO/B&FB), as well as to ^{the} SD's accountable file.
- (3) Advise OF of MILSTRIP/FEDSTRIP procurements by means of daily registers that cross-reference the MILSTRIP/FEDSTRIP Document Control Number (DCN) with the Agency ^{record} requisition control number and ^{the} Property Procure-

* The DCN will within the near future be changed to the PIN (Procurement Instrument Number).

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ment Allotment (PPA), unit price, and quantity for each MILSTRIP/FEDSTRIP action to enable OF to readily identify billings and verify the completeness of shipments.

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- (4) Resolve consequential discrepancies which occur as the result of materiel discrepancies with the supplying agency. No attempt will be made to resolve inconsequential discrepancies with the supplying agency, or to adjust billings. The criteria for distinguishing between consequential and inconsequential discrepancies are set forth in LI 45-6.
- (5) Advise OF when a credit billing is due from a supplying agency as a result of a consequential materiel discrepancy via the DCN/LCN Cross-Reference Register or by memorandum.
- (6) Forward requisitions and shipping documents (outbound shipments from SD depot) to OF for accommodation procurements and reimbursable sales. No other MILSTRIP/FEDSTRIP requisitions, shipping documents, or receiving reports are to be forwarded to OF.

b. Office of Finance.

- (1) Match billings from MILSTRIP/FEDSTRIP transactions, when received from the supplying agencies, with the Agency requisition control number and PPA provided by OL on the appropriate [redacted]

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1140 OF will
Cross-Reference Registers. Pay billings
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Immediately without verification of receipt. When
significant variations in costs are evident, OF should
contact OL/EO/B&FB who will refer to the requisition
and/or receiving report for an explanation or other-
wise research before a billing adjustment is requested.

(2) ~~OF will~~ Support its action in certifying the billings
for payment by internal site audits and reviews, on
a selective basis, of OL receiving records.

(3) ~~OF will~~ Resolve financial consequential differences such as
duplicate billings, wrong billings, and billings for
supposedly nonreimbursable transactions which require
the preparation of Administrative Audit Differences
Statements.

(4) Maintain an advance account with GSA for
the payment of billings resulting from ~~any~~
commercial procurements placed through GSA

(Account 291.09). GSA will pay the
vendors' bill based on receiving information
provided to GSA by SD/OL/SD STAT

GSA Form 300.

Periodically, OL/SD

receives these accountings, with attached purchase
orders, and forwards them to OF via OL/EO/B&FB. OF
then reimburses the advance account accordingly
without further verification of receipt of the
materiel.

Michael J. Malanick
Director of Logistics

CONCURRENCE:

forwarded to the

Activities removed from the Headquarters area can report
discrepancies by speed letter or cable, addressed to *SD/CCDB*

(8) Latent discrepancies. When latent discrepancies are disclosed after receiving has been accomplished, the Chief, SD - in coordination with the Chief, PD if commercial procurement - will determine whether a formal claim against

[redacted] vendor will be *filed* or whether an internal

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